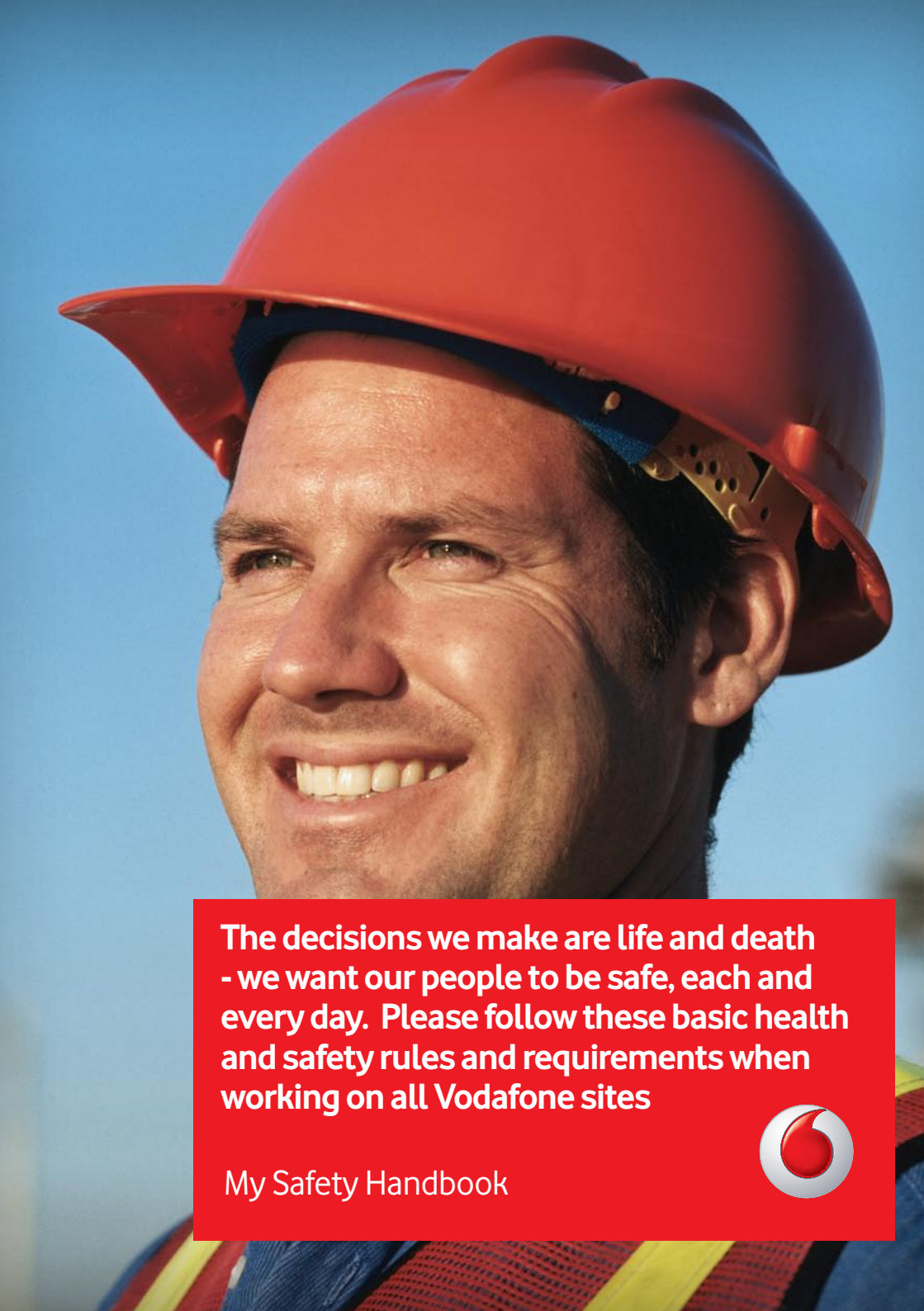

The decisions we make are life and death - we want our people to be safe, each and every day. Please follow these basic health and safety rules and requirements when working on all Vodafone sites

My Safety Handbook

Foreword

This Health, Safety & Wellbeing Handbook contains the basic requirements expected of everyone working for Vodafone.

The requirements set out in this book have been put in place to ensure that everyone's health, safety and wellbeing is protected while working for Vodafone.

You need to read and understand these before starting work.

This handbook should support your training. If there is something you read in here that you don't understand, talk to your line manager or a Vodafone representative before starting work.

When you are working for Vodafone you have the the right to refuse to work if you believe there is a situation or practice that could harm you. Don't undertake work that you believe to be unsafe. Please report any problems or concerns immediately.

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Group Health, Safety & Wellbeing (HS&W) Policy

The Vodafone Board:

- Will ensure local markets have effective HS&W management systems.
- Is committed to maintaining the HS&W of our customers, employees and the communities in which we operate.
- Will disclose information on any of our products or services breaching internationally accepted safety standards or guidelines

Vodafone Management will:

- Strive for best practice in HS&W management.
- Comply with relevant statutory obligations, codes of practice and industry standards.
- Adopt a risk management approach and apply Vodafone HS&W standards.
- Provide information, instruction training and supervision for our people.
- Involve and consult employees, customers, contractors and suppliers in health safety and wellbeing matters.
- Develop, maintain and communicate health, safety and wellbeing programmes, objectives and targets.
- Report internally and externally HS&W performance

"We want to be an 'Admired' company - our safety record contributes to that. The decisions we are making are life and death – we need to make sure we're making the right ones. This is something that is very close to my heart, and I think should be close to everybody's heart. Improving our Health and Safety record, no matter how difficult this is, no matter how challenging the operating conditions are, is a very important priority for Vodafone.."

Vittorio Colao, CEO

Absolute Rules

Background

The following six rules have been developed to focus attention on common causes of fatalities and serious injury. We know from experience that failing to follow basic health and safety standards, leads to serious injury and fatalities for our people, the people we work with, and the people exposed to our activities.

Our Absolute Rules are mandatory and we encourage reporting of non-compliance. All reports will be investigated and may result in discipline.

This standard is applicable to all operations under Vodafone's operational and/or governance control.

Minority interest JVs are encouraged to participate.

Discipline

Failure to comply with Absolute Rules will result in an investigation which may lead to disciplinary action. This could include termination of employment for Vodafone employees.

Employees of contractors or sub-contractors may be removed from site and disqualified from future Vodafone work.

Line managers will be held responsible for communicating rules and ensuring compliance.

"Driver incidents contribute to nearly 50% of all major incidents reported by Vodafone companies. Our investigations show the wearing of seat belts considerably reduces the risk of fatal injuries to drivers or passengers."

John Daly, Head of Vodafone Group HS&W

"Breaking our Absolute Rules is unacceptable. We must always intervene when we see unsafe acts"

Ronald Schellekens, HR Director Vodafone Group

Always wear seat belts

Never carry out electrical work unless qualified to do so

Always use suitable PPE

Never exceed speed limits

Never work under the influence of alcohol or drugs

Never use a hand held phone whilst driving

Site Safety Requirements - Before Starting

Be sure that;

- ✔ You are authorised to be on site
- ✔ You have the proper training for the task(s) you will perform
- ✔ You have the proper personal protective equipment for the task
- ✔ You fill out any pre-task safety checklists or forms before you start your job
- ✔ You have your ID Card with you
- ✔ You know Emergency Contact Numbers

Pre Task Safety Control List

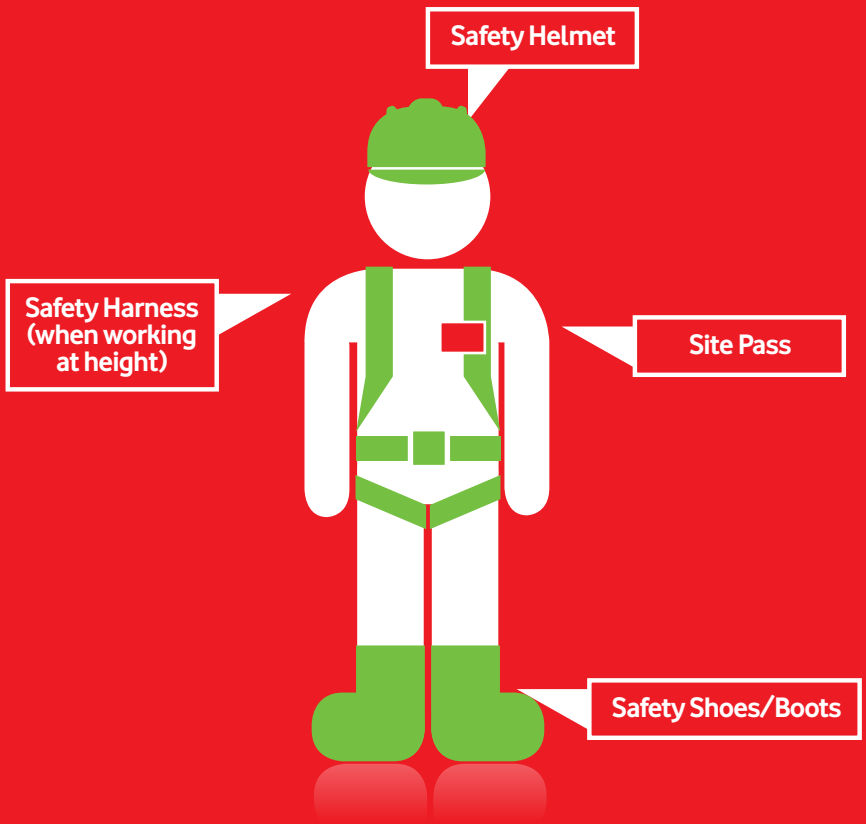
Saha ID - *Site ID*		Saha Tipi - *Site Type*			Alt İşveren *Subcontractor*	
Saha Adı - *Site Name*		Kule - *Tower*			Çalışan Kişi Sayısı *Number of*	
Kontrol Edenin / Adı Soyadı / *Controlled By Name-Surname*		Çatı *Rooftop*	Monopole	Lattice	Yükseklik *Height*	
İmzası / *Signature*						
Kontrol Tarihi - *Control Date*						

AÇIKLAMALAR: İş Önceşi Güvenlik Kontrol Listesi' sahada çalışmaya başlamadan önce takım lideri tarafından doldurulur ve sahada çalışmayı yapacak kişiler ile paylaşılır. Formdu Bölüm -A ve Bölüm-B doldurulduktan sonra çatı üstleri çalışmalar için Bölüm-C'yi, kule çalışmaları için Bölüm-D'yi doldurunuz.
EXPLANATIONS:'PreTask Control List' will be filled out by site team leader and will be shared with site workers before the task is performed. After completing Part A and Part B, for rooftops task fill Part C, for tower tasks fill Part D.

A) ARAÇ / SÜRÜŞ GÜVENLİĞİ - *VEHICLE / DRIVING SAFETY*	EVET /YES	HAYIR /NO	UYGULANAMAZ /N.A.	AÇIKLAMALAR /EXPLANATIONS
A.1. Sahaya erişim için 4x4 araca veya özel bir başka araca/uygulamaya ihtiyaç var mı? *A 4x4 or any special vehicle required for access to site?*				
A.2. Şoförün ehliyeti var mı? *Is the driver has a driving licese?*				
A.3. Şoför güvenli sürüş teknikleri eğitimi almış mı? *Is the driver completed defensive driving safety training program?*				
A.4. Araçta araç takip sistemi mevcut mu? *Is there a vechile tracking device is present on the car?*				
A.5. Araç lastiklerinin durumu iyi mi? *Are the tires in good condition?*				
A.6. Lastiklerin üzerindeki rakamlar okunaklı mı? *Are the numbers on tires are visible?*				
A.7. Araçta yangın söndürücü, ilk yardım çantası mevcut mu? *Are fire extinguishers, first aid kits available?*				
B) ARAZİ - *SITE*	**EVET /YES**	**HAYIR /NO**	**UYGULANAMAZ /N.A.**	**AÇIKLAMALAR /EXPLANATIONS**
B.1. Arazi; tel cit, güvenlik barı, güvenlik şeridi veya bunların kombinasyonları ile korunmuş mu? *Is the site area protected by wiremesh, protective bars, safety line or combination of these?*				
B.2. Sahaya giriş mülk sahibi tarafından malzeme depolama alanı (veya başka bir amaçla) olarak kullanılıyor mu? *Is the site used by the owner as a storage area (or for an other purpose)?*				
B.3. Saha temizliği, tertip düzen iyi mi? *Are the housekeeping activities performed well?*				
B.4. Çalışma yapacak personel yüksekte çalışma eğitimini tamamlamış mı? *Are employees completed working at haights trainings?*				
B.5. Çalışanlar arasında görsel ve duysal iletişim (telsiz,cep telefonu,megafon v.b.) var mı? *Is there a visual and audible communication route between employees?*				
B.6. İlkyardım ihtiyacı durumunda 112'nin aranması gerekliği çalışanlar tarafından biliniyor mu? *Are the employees aware of calling 112 in case of emergency?*				
B.7. Yapılacak işler sırasında oluşabilecek tehlikeler çalışanlar tarafından biliniyor mu ? *Are employees aware of the risks that will be performed?*				
B.8. Çalışma alanı sınırları içerisinde sigara içmenin yasak olduğu çalışanlar tarafından biliniyor mu? *Are employees aware of smoking is forbidden in the working area?*				
B.9. Açık havai elektrik hatları, orman, yakında binalar gibi tehlike yaratacak kaynaklar var mı? *Are there any hazard resources such as aerial electrical lines, forrest, buildings in the neighbourhood?*				
B.10. Çalışmanın yapılacağı zamandaki hava koşulları fırtınalı, rüzgarlı mı ? Hava koşullarını belirtiniz. *Are the activities performed in stormy, windy or heavy weather conditions? Specify the weather conditions.*				
B.11. Çalışma alanı aydınlatması yeterli mi? *Is the lighting of the working place efficient?*				
B.12. Çalışma açık havai elektrik hatlarından en az 4m uzaklıkta yapılıyor mu? *Is the task performed 4m away from the aerial electrical lines?*				
B.13. Planlamış olan bir gece çalışması var mı? *Is there a night time task planned?*				
B.14. Eğer gece çalışması yapılacak ise yeterli ışık var mı? *Is there enough lighting for night time tasks?*				
B.15. Çalışanlar uygun Kişisel Koruyucu Ekipmanlarını (KKE) giymişler mi (baret, iş ayakkabısı,parașüt tipi emniyet kemeri)? *Do employees wear their proper PPE (helmet,safety shoes,parachute type safety harness ?*				
B.16. Çalışma sırasında vinç, personel kaldırma platformu (manlift) gibi kaldırma ekipmanı kullanılacak mı? *Will crane, personel lifting equipment(manlift) be used during the task?*				
B.17. Kaldırma ekipmanının (vinç, personel kaldırma platformu(nu-manlift) periyodik bakımları son 3 ay alt mı? *Is the periodical inspections of the lifting equipment completed in the last 3 months?*				
B.18. Kaldırma işleminin yapılacağı alan güvenlik şeridi ile işaretlenmiş mi? *Is the lifting area barricated with safety tape?*				
B.19. Kullanılacak merdivenlerin basamakları sağlam, iyi durumda mı? *Are the ladders' steps in good condition?*				
B.20. Kullanılacak merdiven 4:1 oranında (dikeyde 4 birim yüksekliğe karşılık yatayda 1birim genişlik) uygun olarak mı yerleştirilmiş? *Is the ladder located according to the 4 units vertical and 1 unit horizantal?*				

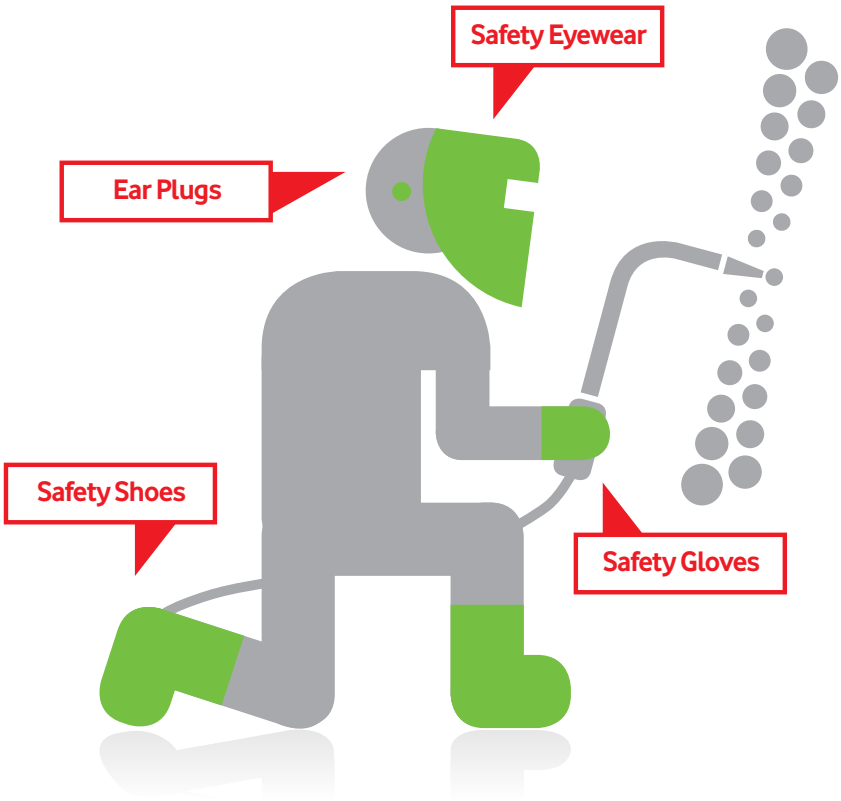
Sample

Personal Protective Equipment (PPE)



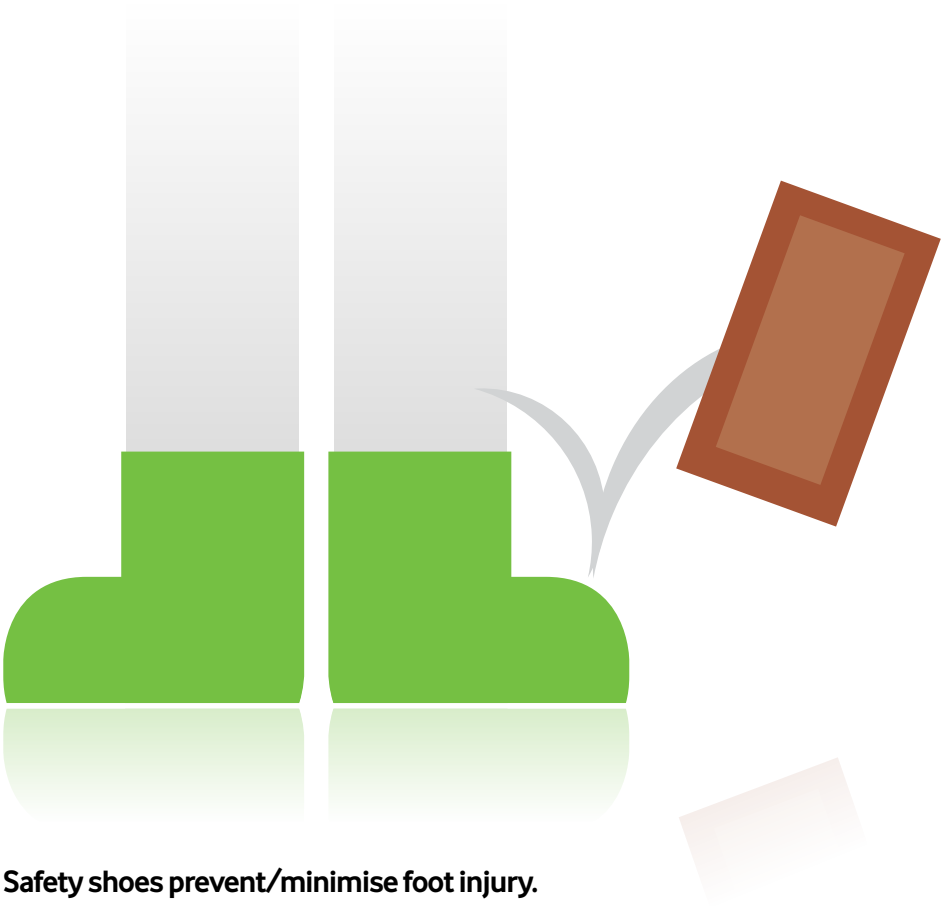
Ensure that you have the above items before you work on site.

Ensure that all of your PPE is in good condition. If it is not - make sure it is replaced before you start work.



When welding, grinding, or doing any other type of hot work always wear the correct PPE for the job you are doing.

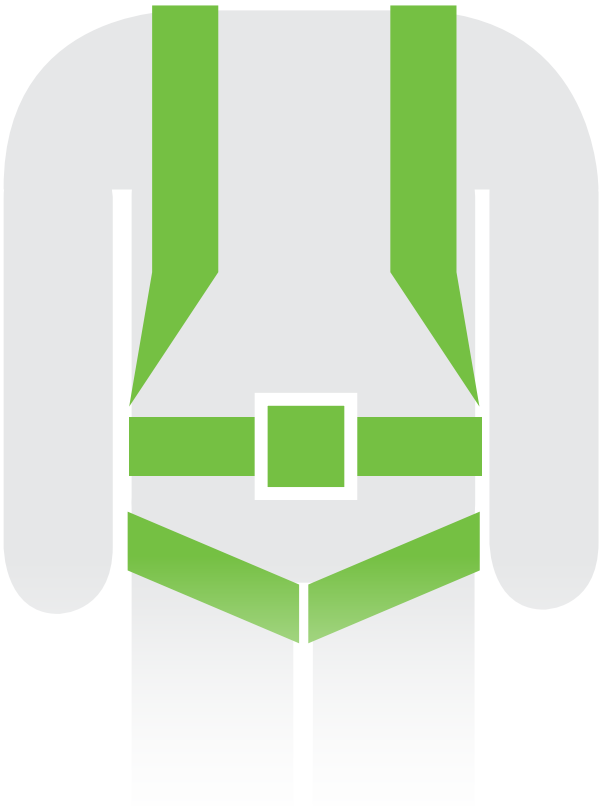
Safety shoes/boots



Safety shoes prevent/minimise foot injury.

No casual shoes, sandals or slippers are allowed in the worksite.
Safety shoes must meet the requirements of EN345.

Safety harness and lanyard

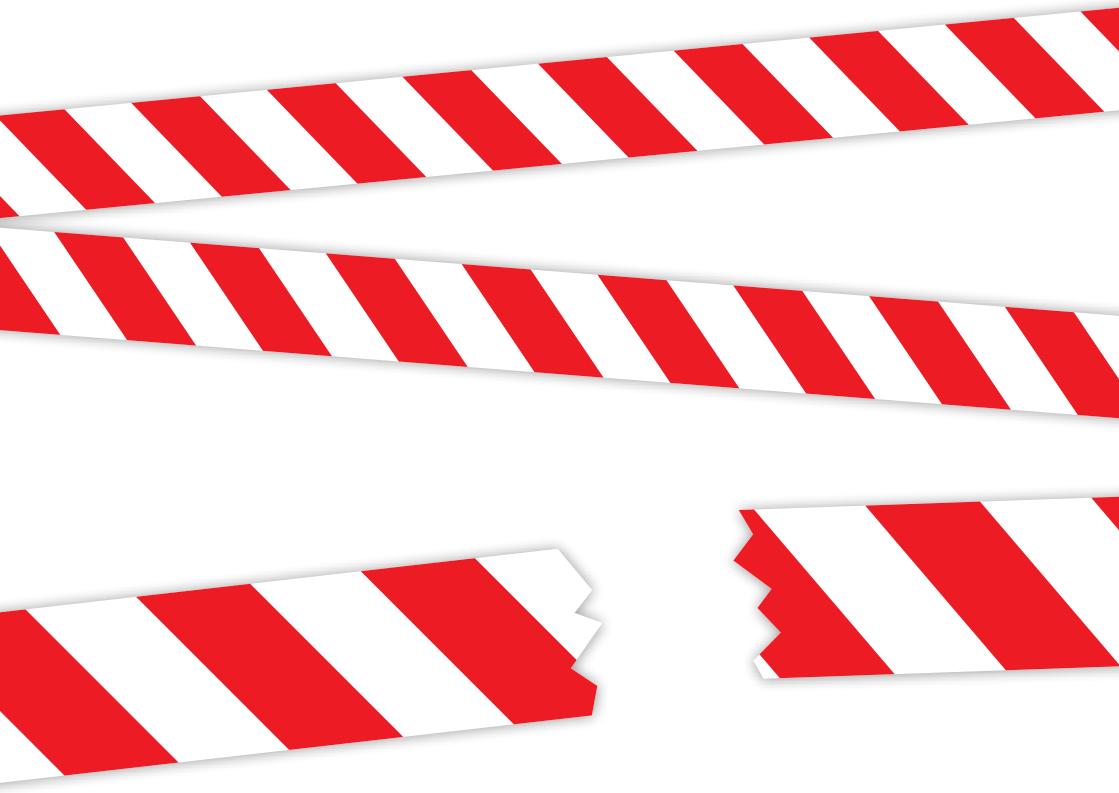


Wear and anchor your safety harness when working at height near openings and edges.

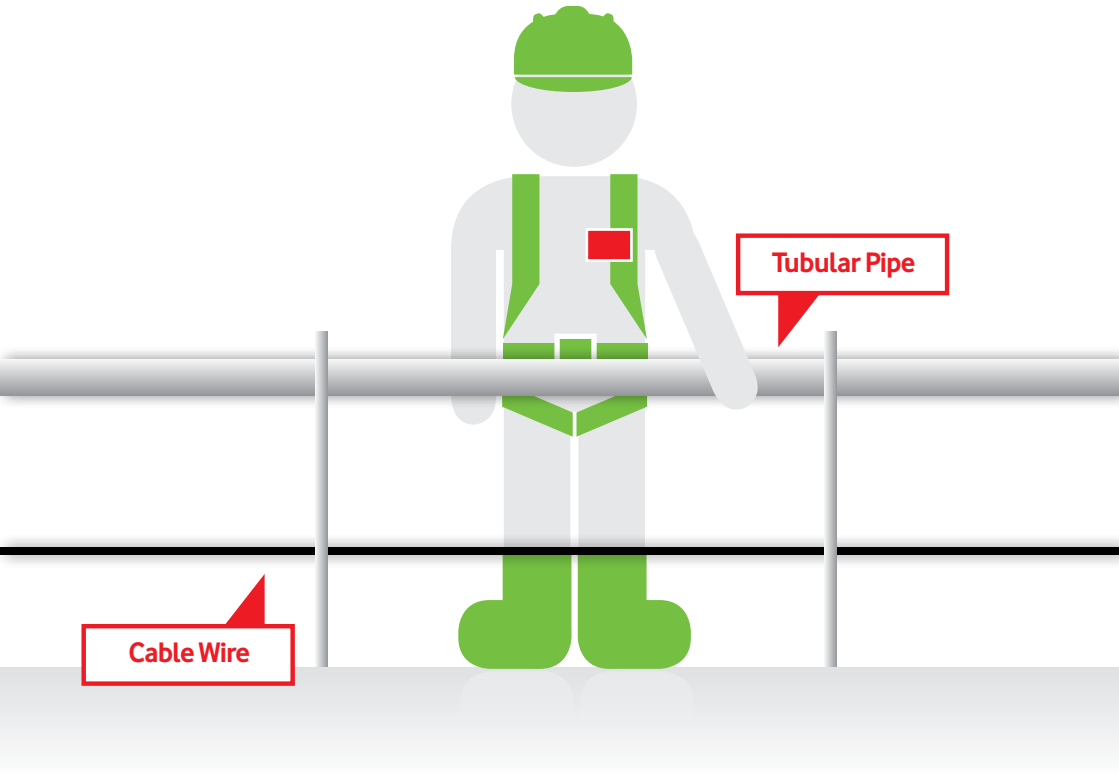
You must always use a full body harness - a safety belt is not permitted.

A double lanyard must be used with your harness to allow you to be attached to the structure at all times.

Barricades

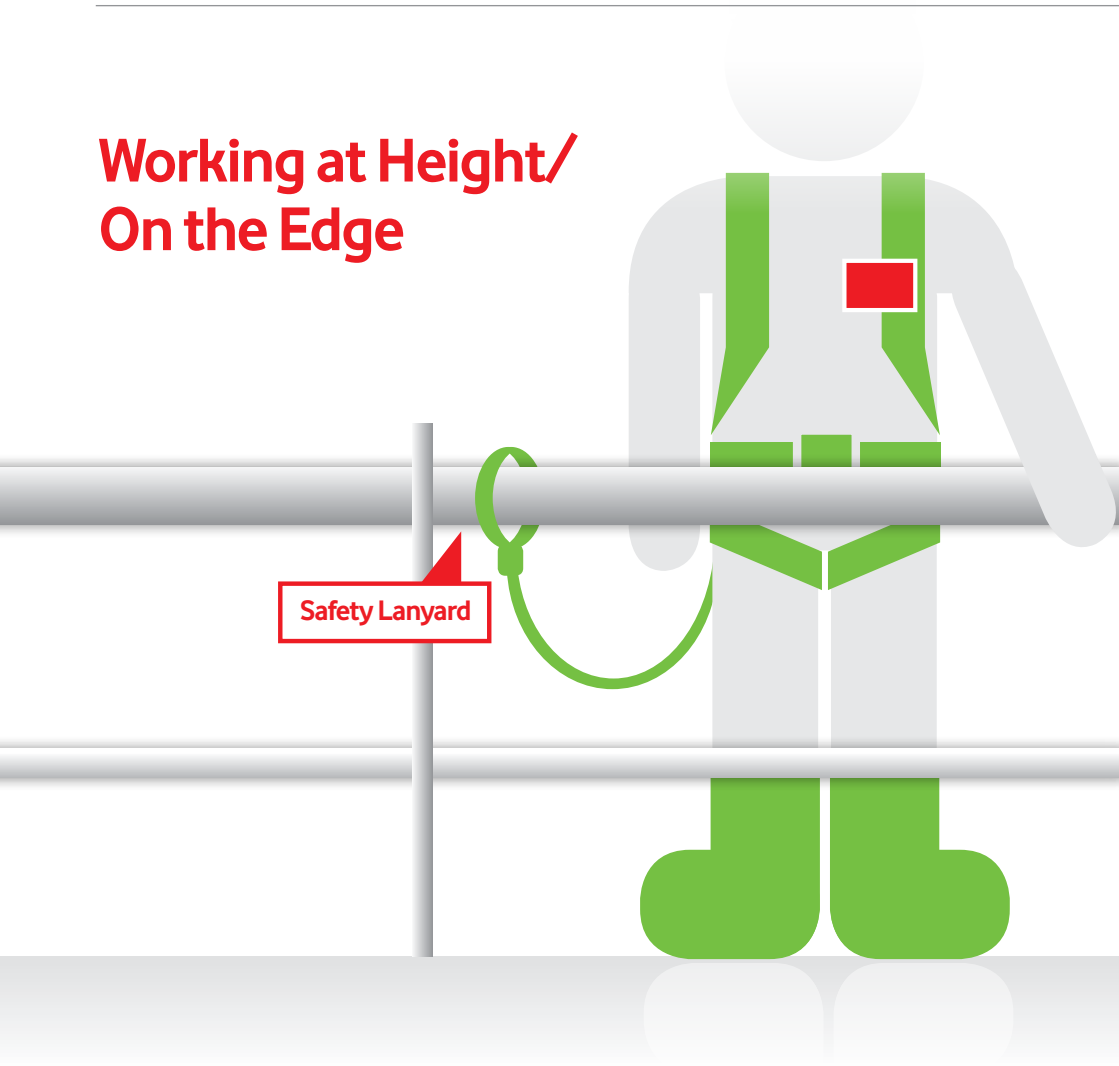


Ensure barricades provided are suitable for the purpose provided, e.g. temporary tape to highlight a hazard or a permanent fixed barrier to stop access.



Only cable, tubular pipes and other rigid materials should be used as barricades. Good and proper barricades will prevent site personnel from falling off the edge or into openings.

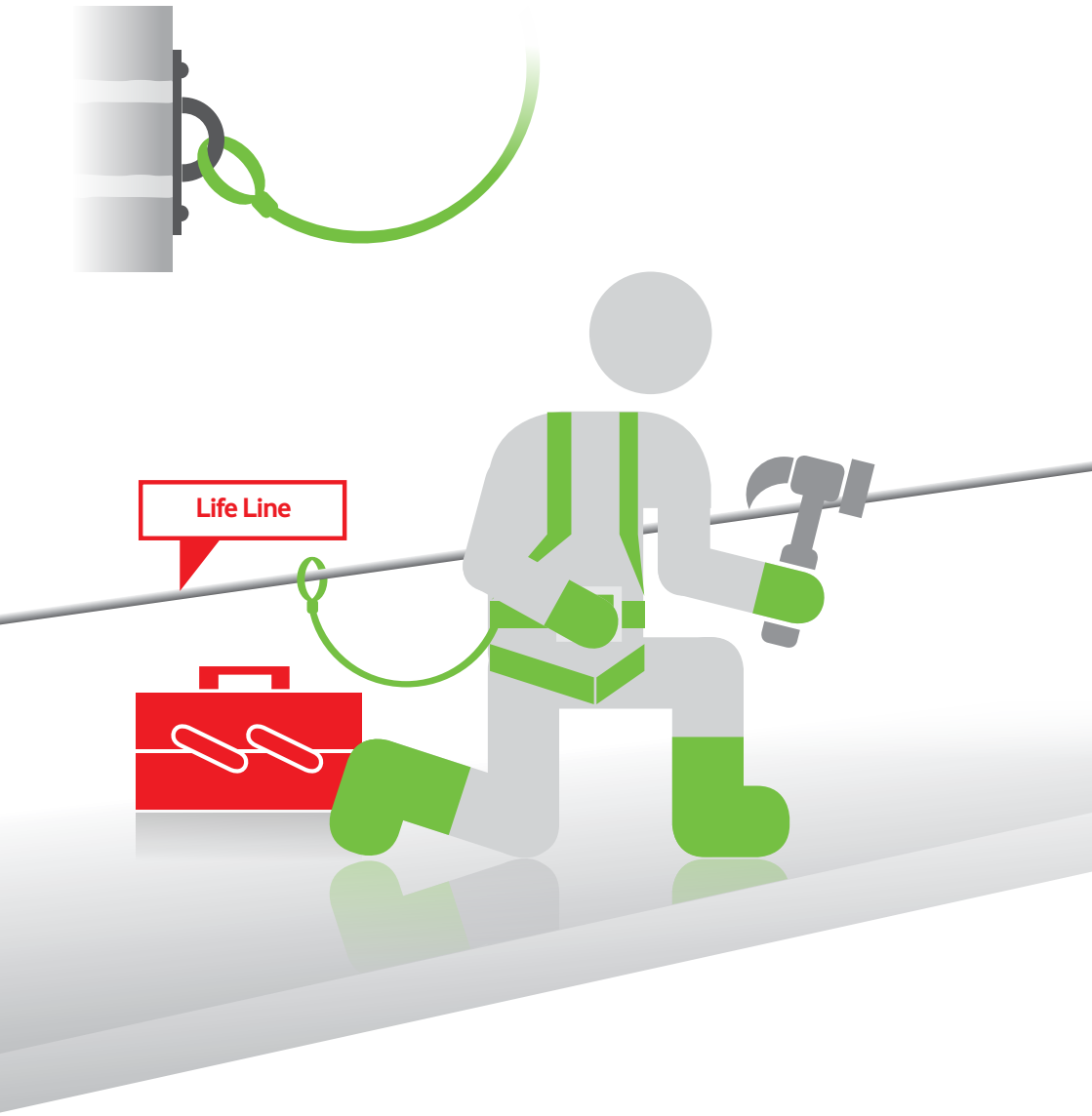
Working at Height/ On the Edge



Work at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves.

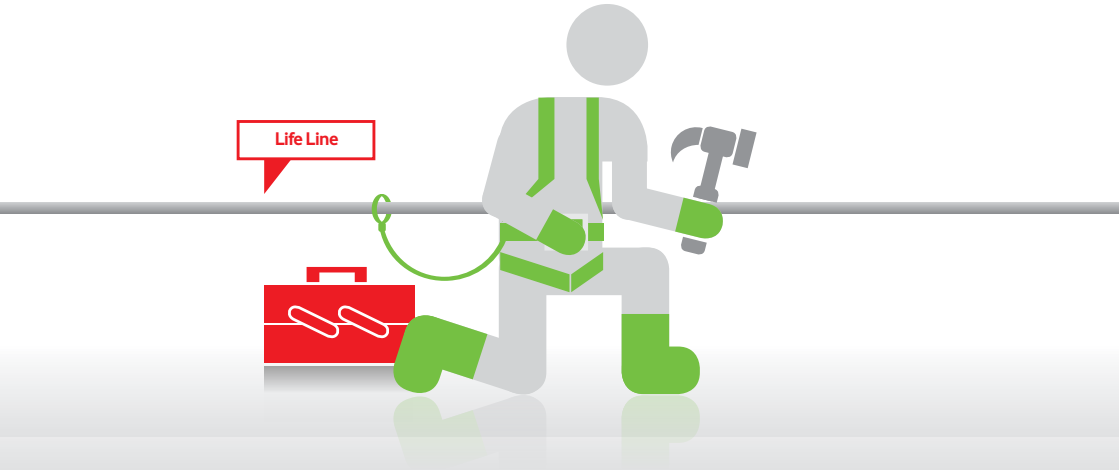
E.g.

- if a person works above ground level
- if a person could fall from an edge, through an opening or fragile surface, or
- if a person could fall from ground level into an opening in a floor or hole in a ground



Tools are not to be placed near the edge. Keep them in a tool box and away from the edge.

Do not work within 2 meters of an unprotected edge unless you are using a lifeline.



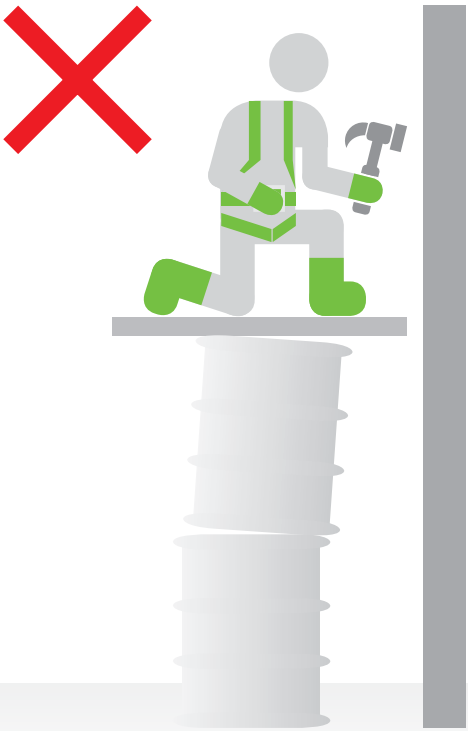
When working at height, ensure that the ground below is cleared. Barricade the affected area. Station a watchman and put up a warning signboard.

Working On Towers

Be sure that;

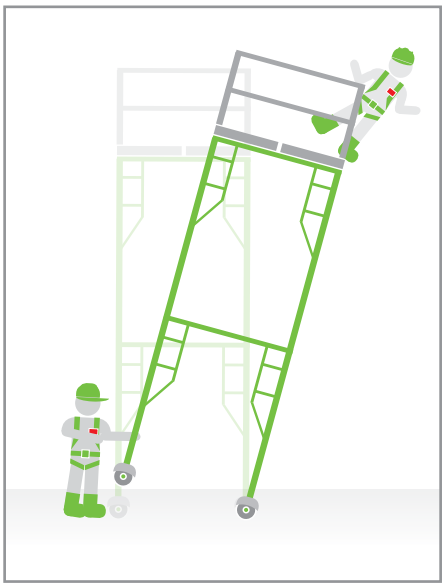
- you have completed your pre task checkist or permit to work
- you never climb a tower without having emergency backup
- you always wear a full body safety harness
- you are attached to the structure at all times
- your tools and equipment are secure when climbing
- you check the weather before climbing to ensure it is safe for you do so

Working Platform

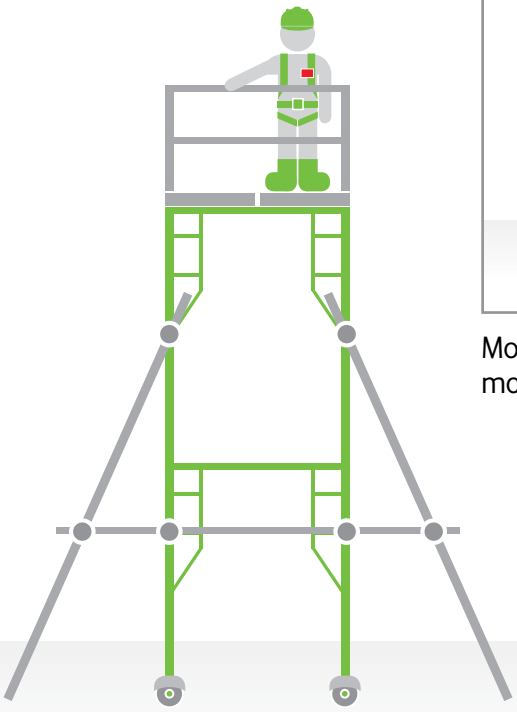


Use a proper work platform. Remember ladders are not working platforms.

Mobile Scaffold



Mobile scaffolding must not be moved when people are working on it.

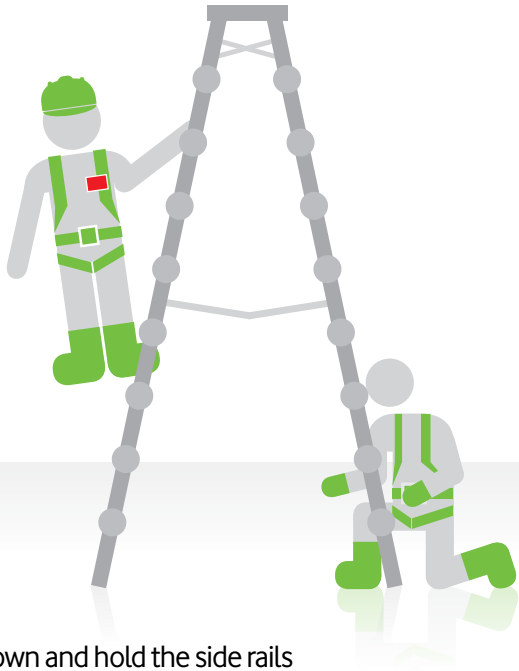


Mobile scaffolds must be erected in accordance with the manufacturers instructions.

- Always use lockable wheels
- Have guard rails and toe boards
- Do not over load

Ladder Safety

People falling from ladders is a major cause of serious injury. Take time to select the best option for the work to be carried out. Whilst ladders maybe a good temporary solution remember a full work platform may be the best option.

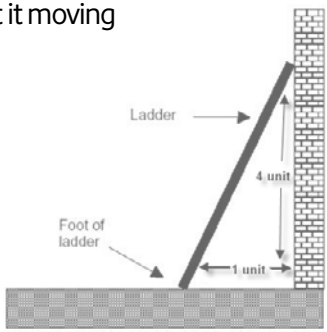


Don't forget:

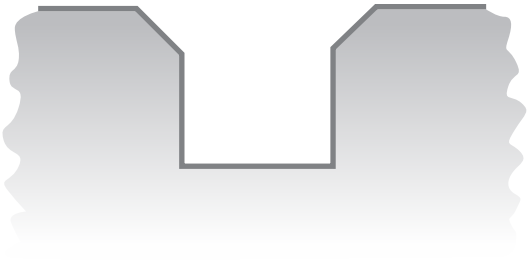
- Only one person on a ladder at a time
- Face the ladder while climbing up or down and hold the side rails with both hands
- Carry tools up or down on a belt or use a rope or hoist, not in your hands
- Maintain 3-point contact while climbing the ladder: 2 hands and one foot in transition

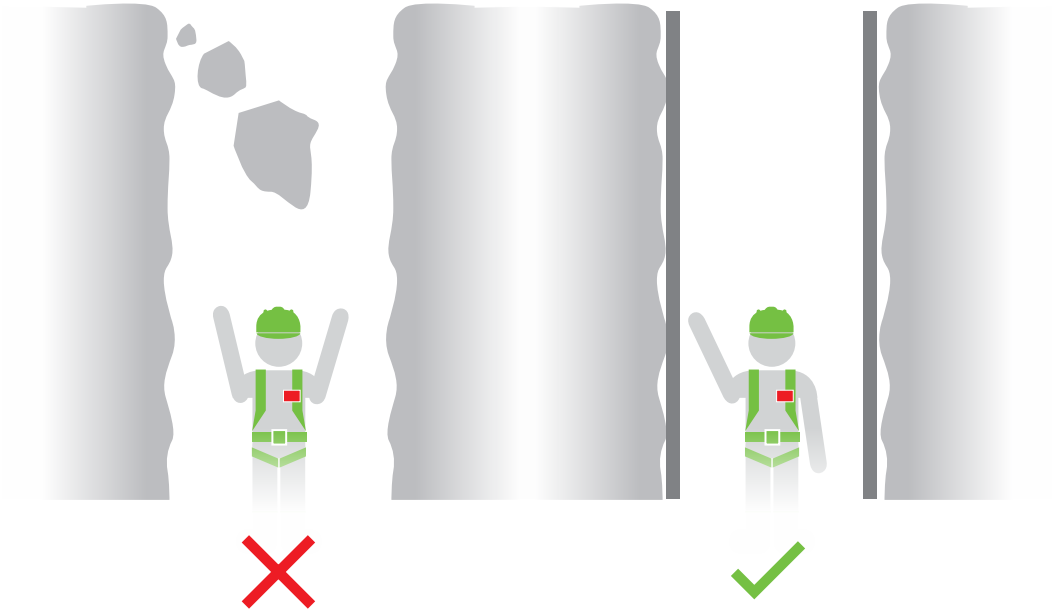
Access ladders

- Ladder must be stable and secured to prevent it moving
- Ladder angle 75 degree - 1 in 4 rule (1 unit out for every 4 units)
- Always grip the ladder when climbing
- Ladder must be inspected before use
- Do not overeach
- Do not work off the top three rungs – this provides a handhold



Excavation Safety





All excavation work should be completed by trained people.

Ground and soil conditions must be assessed to determine whether shoring or trench shields are needed.

No person should enter a trench or excavation of more than 1 meter deep unless the sides are battered or supported.

Confined Spaces

Before entering any confined space e.g. pit, tanks, raised floors, roof spaces etc make sure that:

- You check for hazards such as gas, chemicals or fumes before entering
- Equipment such as generators are placed so that fumes do not enter the space
- Sufficient lighting is provided
- The point of entry exit is kept clear at all times
- A means of communication is maintained
- There is always an observer outside of the space
- There is a clear and agreed emergency plan

REMEMBER – If the person in the space gets into trouble – DO NOT enter without making sure it is safe and help has been called for.

Manual Handling

Manual handling is when you move something personally – i.e. lifting, pushing, pulling, twisting, turning

Manual handling injuries can affect most areas of the body

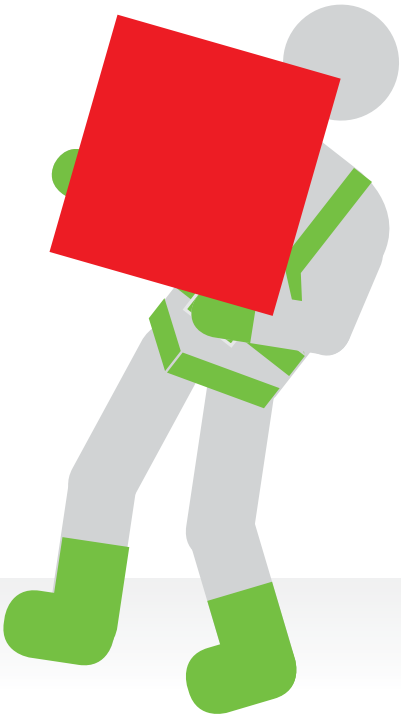
Lift S.M.A.R.T

Size up the load
Move close to the load
Always bend the knees
Raise the object with your legs
Turn by moving your feet

Your leg muscles are your strongest.

Newer twist at the hips when lifting or carrying.

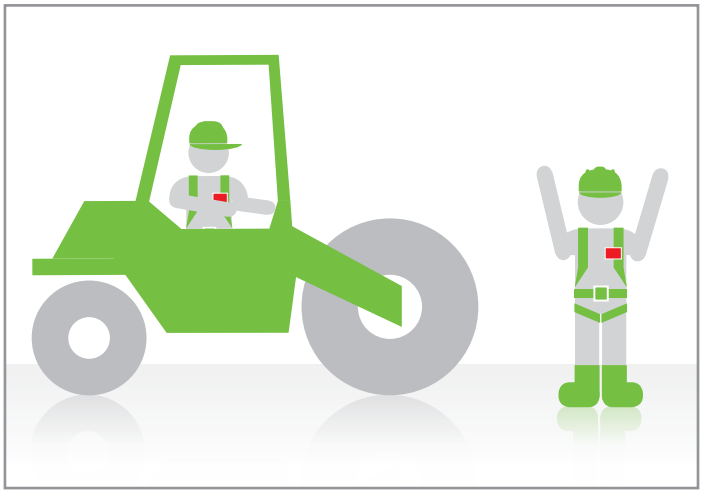
Remember if it can be moved another way – **Do not lift it**



Machinery/Equipment Safety

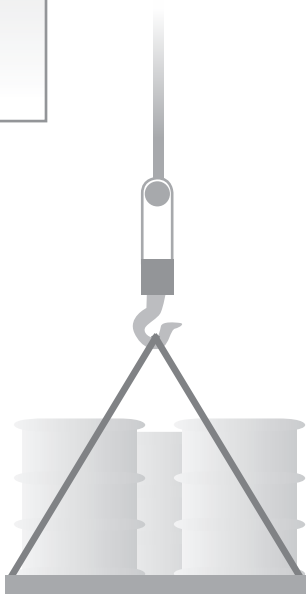
Do not overload your equipment/machinery. Only authorised personnel are allowed to operate heavy machinery and equipment.

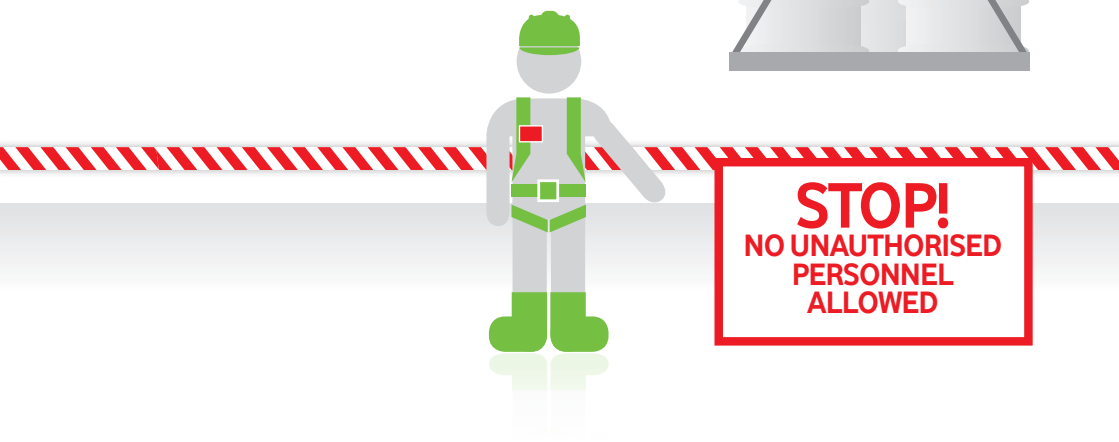
Ensure that the load is secured before moving it.



Concentrate when operating machinery e.g. excavators, cranes and bulldozers. Lack of concentration can result in serious accidents.

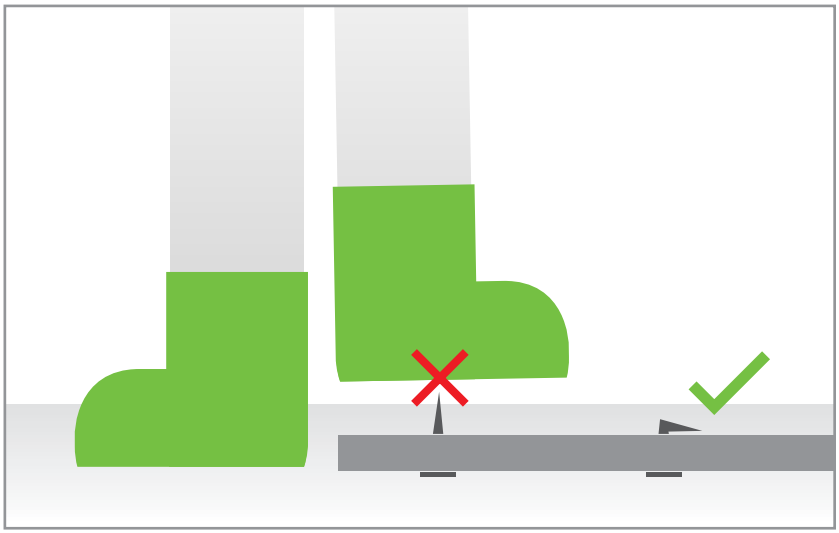
Always keep a safe distance away from working machinery and equipment.





Housekeeping Safety

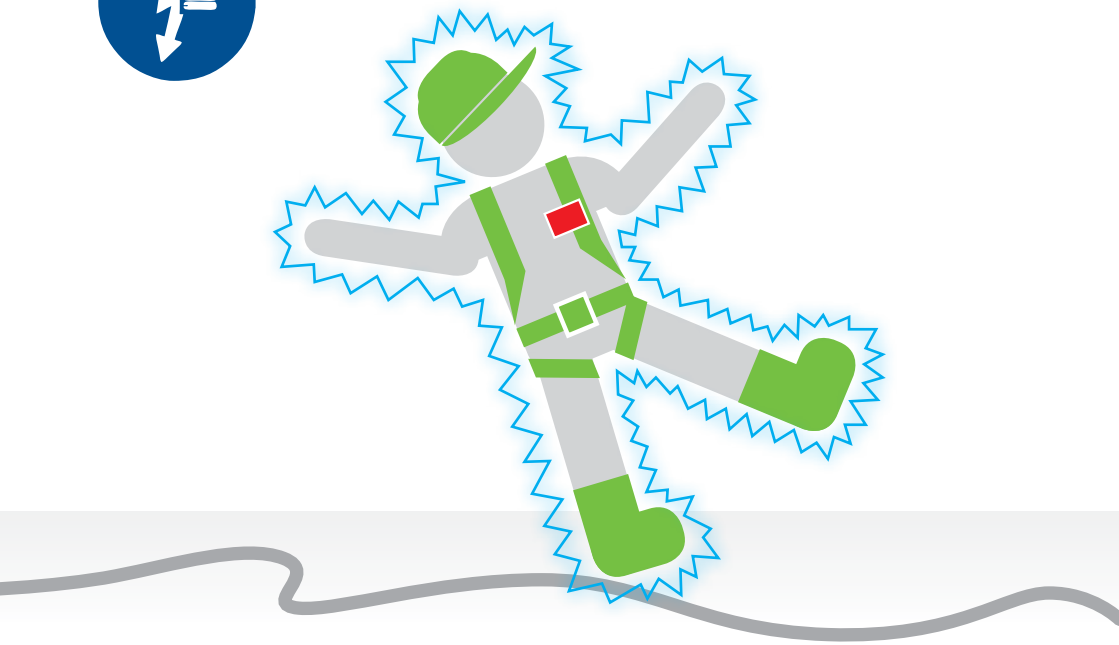
Poor housekeeping produces tripping hazards. Keep your work area clean.



Remove all protruding nails or bend them over.
Safety starts with good housekeeping.

Do not leave open holes unprotected. Report to your safety department immediately to have them covered.

Electrical Safety



Use of portable electrical equipment

- Ensure all electrical equipment is in good condition before you use it
- Only use electrical equipment for the use for which it was intended
- Always ensure cables are routed where they cannot be damaged
- Use portable earth leakage protection devices

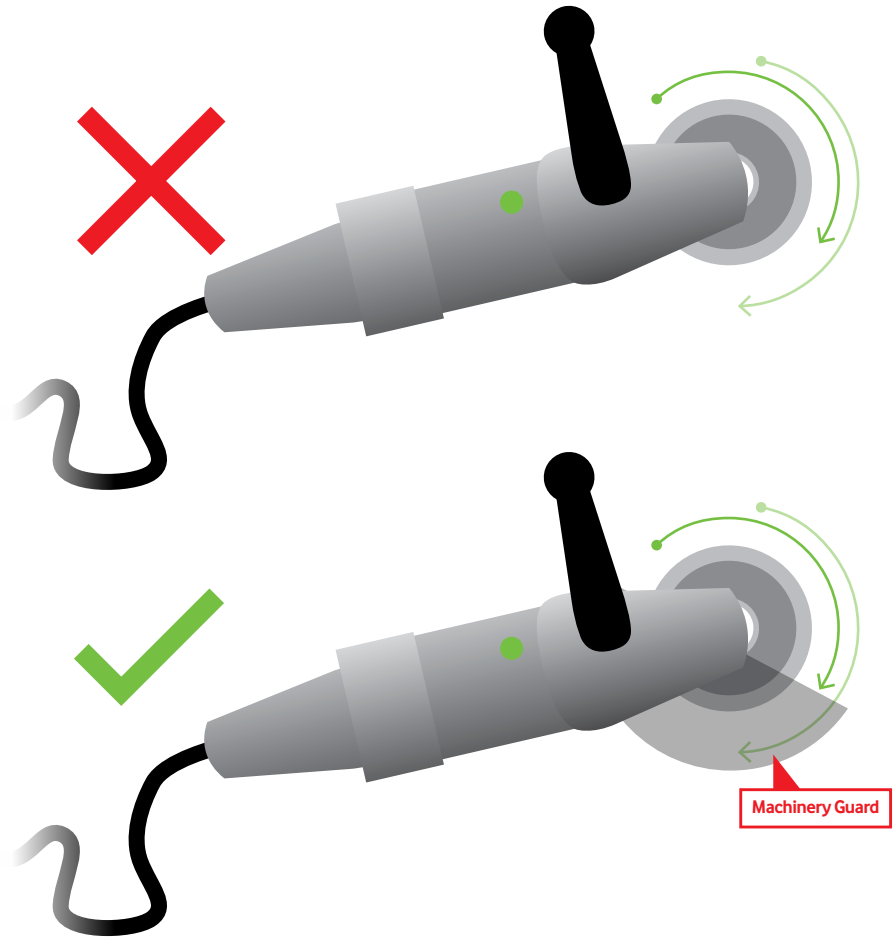
Electrical work

- Electrical work work must only be carried out by trained people
- If you are not sure at any time - stop and ask your manager
- Report any damaged or unsecured electrical equipment or installations immediately

Power Tools

When using power tools, take the general precautions below:

- Never carry a tool by the cord or hose
- Use appropriate PPE
- Never yank the cord or the hose to disconnect it from the receptacle
- Keep cords and hoses away from heat, oil and sharp edges
- Disconnect tools when not in use, before servicing and when changing accessories such as blades, bits or cutters
- All observers should be kept at a safe distance away from the work area
- Secure work with clamps or a vice, freeing both hands to operate the tool
- Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool
- Tools should be maintaned with care
- Follow instructions in the user's manual for lubricating and changing accessories
- Be sure to keep good footing and maintain good balance
- All portable electric tools that are damaged shall be removed from use



Do not remove machinery guards. Do not use equipment, machinery if there are no safety guards.

Hand Tools

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the particular personal equipment necessary to protect them from the hazard.

All hazards involved in the use of tools can be prevented by following five basic safety rules;

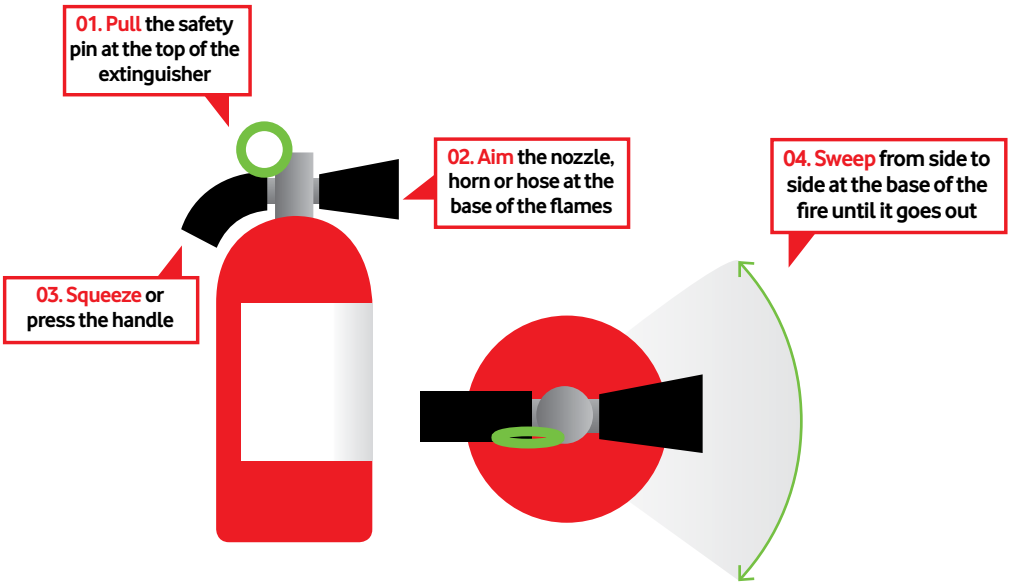
- Keep all tools in good condition with regular maintenance
- Use the right tool for the job
- Examine each tool for damage before use
- Operate according to the manufacturer's instructions
- Provide and use the proper personal protective equipment

Fire Safety

- Keep sources of ignition away from combustible material
- Keep the amount of combustible material to a minimum
- Always know where your emergency exits are and what you should do in the event of a fire
- Keep emergency exits clear at all times

How to use a Fire Extinguisher

PASS = Pull - Aim - Squeeze - Sweep


01. Pull the safety pin at the top of the extinguisher
02. Aim the nozzle, horn or hose at the base of the flames
03. Squeeze or press the handle
04. Sweep from side to side at the base of the fire until it goes out

Safe Driving

Stay Safe

- Use seat belt all times- driver and passenger(s)
- Do not use handled mobile phones while driving
- Be well-rested before driving
- Avoid taking medications that make you drowsy
- Set a realistic goal for the number of miles that you can drive safely each day
- If you are impaired by alcohol or any drug do not drive

Stay Focused

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk and get refreshed

Avoid Aggressive Driving

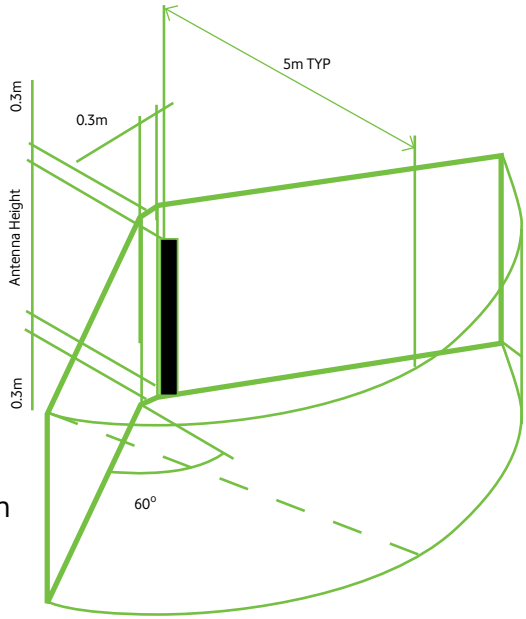
- Keep your cool in traffic!
- Be patient and courteous to other drivers
- Do not take other drivers' actions personally
- Plan your journey - consider rest breaks and think about the weather and road conditions

Maintain Your Vehicle

- Make sure your vehicle is appropriately serviced
- Check your tyres to ensure the pressure is correct and for signs of wear
- Make sure you have enough fuel for the journey
- Check your windscreen wipers and washer fluid level

Radio Frequency

WARNING
Around this point, there may be high electromagnetic field.
For your safety, do not stay long time beyond those antennas and do not work without taking appropriate safety precautions.



While the fields in this area are within acceptable limits, caution must be exercised because nearby locations may exceed the limits.

General procedure for antenna sites

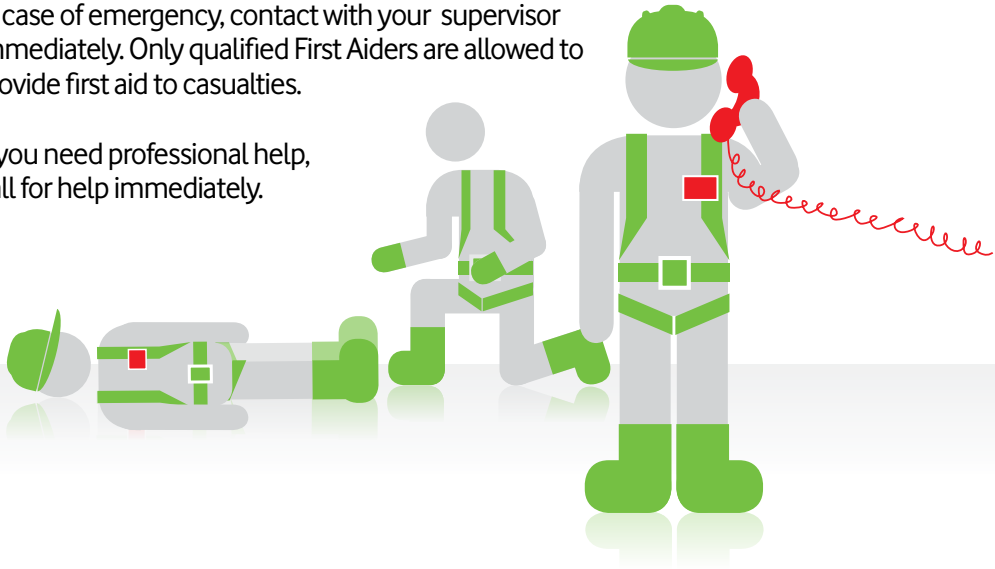
- Assume all antennas are active, including equipment that is not Vodafone, e.g paging or broadcast equipment
- All personnel shall have Radio Frequency awareness training
- All personnel entering this site must be authorized
- Before working on antennas, notify owners and disable appropriate transmitters
- Do not work in front of operating antennas
- Report any suspected overexposure to your line manager

Emergency Response

Make sure you know what to do in the event of an emergency.

In case of emergency, contact with your supervisor immediately. Only qualified First Aiders are allowed to provide first aid to casualties.

If you need professional help, call for help immediately.



Accident & Incident Reporting

Accident/Incident happens

Provide First Aid /call emergency services

Inform your Site Manager

Make sure the area is safe and complete the accident report form

Reporting incidents quickly is important to ensure that the causes can be identified and things can be done to stop them happening again.

Your Family Needs You!

Last and not least, whatever job you do, do it safely. Your family needs you!!!

Remember
Think Safety,
Work Safely

Emergency Response

Emergency Contact Numbers

First Aid :

Fire:

Police:

Company Contact Numbers

Supervisor:

H&S team:

Medical Officer:

My Safety Handbook

Group Health, Safety & Wellbeing Team

May 2010

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